



DUTY STATEMENT

Classification: Staff Services Management Auditor (Limited-Term)	Position Number: 835-433-5841-710
Division/Office/Section: DOR/Recycling Program Enforcement Branch/Investigations Section-North	
Location: 801 K Street, Sacramento, CA 95814	Effective Date: 07/01/2015
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name:	
Collective Bargaining Identifier (CBID): R 01	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description

Under close supervision of the Staff Management Auditor, the Staff Services Management Auditor is responsible for conducting investigations and inspections of certified and registered program participants listed as destinations for imported empty beverage containers in order to prevent, detect, and recover wrongful payments of California Redemption Value (CRV) from the Beverage Container Recycling Fund. The incumbent will gather information on importers to support referrals to the Department of Justice (DOJ) and/or other state and local law enforcement agencies for criminal investigation and prosecution. This position may include occasional weekend assignments or overnight travel that may require an adjustment to the employee's work schedule. Travel is throughout California and should not exceed a maximum of 70% per year.

ESSENTIAL FUNCTIONS

- 40%** Assist or independently conduct desk audits, field investigations, and inspections of certified and registered program participants listed as destinations for imported empty beverage containers in order to prevent, detect, and recover wrongful payments of CRV from the Beverage Container Recycling Fund. The investigation reports form the basis for administrative action and/or referral for criminal prosecution.
- 20%** Assist or independently obtain information on importers. Prepare referrals as necessary to DOJ and/or other state and local law enforcement agencies for civil and/or criminal prosecution.
- 15%** Assist or independently perform mobile checkpoints with the California Department of Food and Agriculture staff. Provide assistance with interdiction efforts with DOJ and/or other state and local law enforcement agencies.
- 10%** Work with the Legal Office to prepare legal cases for hearing and provide expert testimony in court relating to the functions of the Division of Recycling, presentation of evidenced and industry practices.
- 10%** Assist or independently conduct field observations of certified and non-certified participants, including surveillance to document evidence of activity associated with improper CRV payments or fraudulent claims. The purpose of observations is to identify individuals, vehicles, sources of ineligible material, and entities involved with fraudulent activity. Documentation includes surveillance reports, photographs, video, and interview reports.

MARGINAL FUNCTIONS

- 05%** Update case information related to compliance activities in case management system and interface with other CalRecycle program areas in the Division of Recycling Integrated Information System (DORIIS).



State of California
Department of Resources Recycling & Recovery (CalRecycle)
CalRecycle 109A (Rev. 7/14)

DUTY STATEMENT

Classification: Associate Management Auditor (Limited-Term)		Position Number: 835-433-4159-710
Division/Office/Section: DOR/Recycling Program Enforcement Branch/Investigations Section-North		
Location: 801 K Street, Sacramento, CA 95814	Effective Date: 07/01/2015	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name:		
Collective Bargaining Identifier (CBID): R 01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description

Under direction of the Staff Management Auditor, the Associate Management Auditor is responsible for independently conducting investigations and inspections of certified and registered program participants listed as destinations for Imported Empty Beverage Containers (IEBC) in order to prevent, detect, and recover wrongful payments of California Redemption Value (CRV) from the Beverage Container Recycling Fund. The incumbent will gather information on importers to support referrals to the Department of Justice (DOJ) and/or other state and local law enforcement agencies for criminal investigation and prosecution. This position may include occasional weekend assignments or overnight travel that may require an adjustment to the employee's work schedule. Travel is throughout California and should not exceed a maximum of 70% per year.

ESSENTIAL FUNCTIONS

- 40% Independently conduct desk audits, field investigations, and inspections of certified and registered program participants listed as destinations for IEBCs in order to prevent, detect, and recover wrongful payments of CRV from the Beverage Container Recycling Fund. The investigation reports form the basis for administrative action and/or referral for criminal prosecution.
- 20% Gather information on importers; and prepare referrals as necessary to DOJ and/or other state and local law enforcement agencies for civil and/or criminal prosecution.
- 15% Perform mobile checkpoints with the California Department of Food and Agriculture staff. Provide assistance with interdiction efforts with DOJ and/or other state and local law enforcement agencies.
- 10% Work with the Legal Office to prepare legal cases for hearing and provide expert testimony in court relating to the functions of the Division of Recycling, presentation of evidenced and industry practices.
- 10% Independently conduct field observations of certified and non-certified participants, including surveillance to document evidence of activity associated with improper CRV payments or fraudulent claims. The purpose of observations is to identify individuals, vehicles, sources of ineligible material, and entities involved with fraudulent activity. Documentation includes surveillance reports, photographs, video, and interview reports.

MARGINAL FUNCTIONS

- 05% Update case information related to compliance activities in case management system and interface with other CalRecycle program areas in the Division of Recycling Integrated Information System (DORIIS).

